

National Archives and Records Administration
P.O. Box 6216
501 W. Felix, Bldg. 1, Dock 1
Fort Worth, TX 76115

Telephone: 817-334-5515 Fax: 817-334-5630

REQUEST FORM for **CIVIL** CASES RETURNED by **MAIL** or **FAX**

***STEP 1 CASE INFORMATION-**

For each case obtain the following information (for the boxes below) **FROM THE U.S. DISTRICT COURT** where the case was closed. Your request cannot be serviced without the correct information in each of these blocks.

Please use one form per case. We cannot accept requests by telephone.

CITY WHERE COURT IS LOCATED	FRC ACCESSION NO. 021 -	FRC LOCATION NO.
CASE FILE NAME (S)	CASE FILE NO.	AGENCY BOX NO.

***STEP 2 REQUEST INFORMATION**

Indicate what you want (please check only one).

- ☐ 1. Entire Civil Case (uncertified) \$35.00 -- ☐ return by Fed Ex \$42.50
☐ 2. Entire Civil Case (certified) \$41.00 -- ☐ return by Fed Ex \$48.50
(if case exceeds 70 pages, you will be notified - Please, no docket searches!)

***STEP 3 RETURN INFORMATION**

Information needed to process and return your request.

NAME _____ FOR COPIES RETURNED BY FAX:
ADDRESS _____ FAX # () _____
CITY _____ STATE _____ ZIP _____ Copies will be mailed if over 50 pages.
DAYTIME TELEPHONE NUMBER () _____

Payment:

By mail: check or money order payable to NATIONAL ARCHIVES TRUST FUND. If you request more than one case please provide a separate check for each request in case one of your requests is unserviceable.

By fax or mail: Major credit cards accepted -Mastercard, Visa, Discover & American Express.

CREDIT CARD INFORMATION:

ACCOUNT# _____

EXP. DATE _____

Please do not send cash

***STEP 4 SUBMIT REQUEST** TO THE ABOVE ADDRESS OR FAX NUMBER Rev. November 2000